



## **NEW APPLICANT LICENSING TRAINING**

As part of the licensing process we are strongly encouraging new applicants to attend a training session here at the Licensing Central Office. Training for all services, ***except for the licensing of Residential Facilities for Children*** is scheduled the second Wednesday of each month. ***Training for applicants applying to operate a Residential Facility for Children is generally scheduled the second Thursday of each month.*** The training is held in the 5th floor conference room of the Jefferson Building. The training time is 9 AM until Noon. **THERE IS A FIFTY-DOLLAR (\$50.00) FEE TO COVER THE COST OF TRAINING AND MATERIALS. YOUR CHECK MUST BE RECEIVED BY THE OFFICE OF LICENSING WITHIN TEN DAYS OF REGISTRATION, OR YOUR REGISTRATION WILL BE CANCELED.**

You are strongly encouraged to attend, with your program director, *prior* to submitting your application. Please call 804-786-1747 to register to attend. **Pre-registration is required; seating is limited and these training sessions fill up quickly.**

**Parking is difficult in downtown Richmond, so if you do attend, please allow enough time to find a place to park and walk several blocks to the building so that you will not miss important information or delay the start of the training.** The Office of Licensing is located in the Jefferson Building at the corner of Governor and Bank Streets, directly behind the Governor's mansion, in downtown Richmond.

Coming down on I64 East, you would take the exit to I 95 South, and take the Franklin Street exit. Turn right after the exit, go to the next light, turn left onto 14<sup>th</sup> Street and go to the next light. Turn left onto Main Street and go one block. Parking can be a significant problem in downtown Richmond. There is inexpensive parking (\$5.00 per day maximum) at the corner of 15<sup>th</sup> and Main Street.

Coming from I 64 West, you would take the exit to I 95 South, and take the Franklin Street exit, and follow the above directions.

Coming up I 95 North, take the Broad Street exit, staying to your right. Make a right on Broad Street, a left at the second light, (14<sup>th</sup> Street) and follow the above directions.

Applicants have told us on numerous occasions they have felt this training to be very valuable in understanding the licensing process.